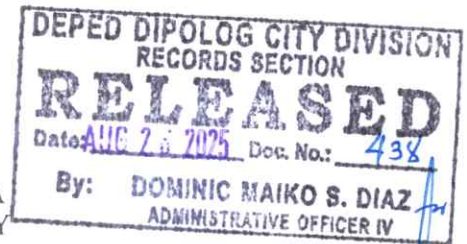




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



August 26, 2025

DIVISION MEMORANDUM

No. 438 s, 2025

**RECOGNIZING ACES AND CHAMPIONS OF EXCELLENCE (RACE) AWARDING
CEREMONY CUM NATIONAL TEACHERS MONTH AND PHILIPPINE CIVIL
SERVICE ANNIVERSARY CELEBRATION**

**To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID)
Chief Schools Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
All SDO Personnel
All Others Concerned
This Division**

1. In reference to Division Memorandum No. 247, s. 2025, titled Revised Policy Guidelines on Recognizing Aces and Champions of Excellence (RACE) of the Department of Education, Schools Division of Dipolog City, which aims to foster a culture of excellence by encouraging, recognizing, and rewarding employees for their contributions.

2. Pursuant to Presidential Proclamation No. 242, entitled "Declaring the Period from September 5 to October 5 of Every Year as National Teachers' Month," as well as Republic Act No. 10743, entitled "Declaring the 5th day of October Every Year as National Teachers Day," and the designation of World Teachers' Day on the 5th day of October by the United Nations Educational Scientific and Cultural Organization (UNESCO).

3. Furthermore, Presidential Proclamation No. 1050, series of 1997, declares September as Civil Service Month. It calls on government agencies, offices, and instrumentalities to implement the programs established by the CSC, actively participate in its initiatives, and ensure the involvement of officials and employees in activities deemed essential by the Commission for a meaningful and successful celebration.

4. In line with this, the office will conduct a series of activities in connection with the said celebration, as follows:

Date	Activities
September 5, 2025	World Teacher's Day Kick-Off @ SDO Ground / Assembly @ ZNNHS



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Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

	Teacher's Got Talent
September 7, 2025	NTM Kick Off Program @ South Cotabato
September 8-11, 2025	CSC Sportsfest
September 8, 2025	NTM – Mini RACE Spotlights
September 12, 2025	NTM – Mini RACE Spotlights NTM – Pop Up Teacher Tributes
September 13, 2025	NTM – Tree Planting Activity
September 15, 2025	NTM – Mini RACE Spotlights NTM – Pop Up Teacher Tributes
September 17, 2025	NTM – Mini RACE Spotlights
September 19, 2025	NTM – Mini RACE Spotlights NTM – Pop Up Teacher Tributes
September 20, 2025	[PSCA-NTM] "Pamilya at Kalikasan": International Coastal Clean-Up
September 20, 2025	NTM – Mini RACE Spotlights NTM – Pop Up Teacher Tributes
September 24, 2025	NTM – Mini RACE Spotlights NTM – Pop Up Teacher Tributes
September 26, 2025	Awarding for NTP @ SDO Ground floor – 2:00 PM NTM – Mini RACE Spotlights NTM – Pop Up Teacher Tributes
September 27, 2025	[PSCA-NTM] "Takbo Para sa Guro" – A Fun Run for a Cause
September 29, 2025	NTM – Mini RACE Spotlights NTM – Pop Up Teacher Tributes
September 30, 2025	Regional Teacher's Day Celebration
October 1, 2025	NTM – Mini RACE Spotlights NTM – Pop Up Teacher Tributes



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Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

October 3, 2025 (AM)	School-Based Teacher's Day Celebration (Optional)
October 3, 2025 (PM)	Division Wide Teacher's Day Celebration (RACE Awarding Ceremony) @ ZN Convention & Cultural Center NTM – Mini RACE Spotlights NTM – Pop Up Teacher Tributes
October 5, 2025	School-Based Teacher's Day Celebration (Optional)
October 6, 2025	World Teacher's Day Celebration

5. Participants in these activities shall be granted service credits or compensatory time-off (CTO) in accordance with DO 53, s.2003 titled "Updated Guidelines on Grant of Vacation Service Credits to teachers in case activities fall on suspensions, cancellations, weekends, or holidays.

6. Attached are Enclosure 1, Race Awarding Ceremony Committees, and Enclosure 2, National Teachers Month Kick-off Ceremony Technical Working Group.

7. Immediate and widest dissemination of this memorandum is highly desired.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure 1

Recognizing Aces and Champions of Excellence (RACE) Awarding Ceremony
RACE Awarding Ceremony Committees

Committee	Typical Members/Leads	Terms of Reference (ToR)
Steering Committee	<p>Chairperson:</p> <p>Ma. Liza R. Tabilon Ed.D, CESO V Schools Division Superintendent</p> <p>Vice Chairperson:</p> <p>Rosalio B. Conturno Jr., PhD Asst. Schools Division Superintendent</p> <p>Members:</p> <p>Amelinda D. Montero DM, CESE CES- CID</p> <p>Nur N. Hussien, DM CES- SGOD</p>	<ul style="list-style-type: none"> • Oversees overall direction and execution of the event. • Approves plans, timelines, and budget allocation
RACE Awards Committee	<p>RACE Chairman</p> <p>Rosalio B. Conturno Jr., PhD Asst. Schools Division Superintendent</p> <p>Internal-RACE V-Chairperson</p> <p>Amelinda D. Montero DM, CES CES-CID</p> <p>External- RACE V-Chairperson</p> <p>Nur N. Hussien, DM CES-SGOD</p> <p>Members:</p> <p>Monina R. Antiquina EPS- Araling Panlipunan</p>	<ul style="list-style-type: none"> • Develops policies and reviews criteria and guidelines for awards • Accepts RACE nominations/portfolios • Verifies/assess documents and scores nominees • Conducts deliberations and validations ensures transparency and integrity • Submits recommendations to the SDS



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Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
	Jesse P. Samaniego EPS- MAPEH Remegio D. Gabonada Principal IV Joselito S. Tizon Principal IV Roel V. Carpio Sr. MT II Ana Riva E. Lanat Accountant III Jesel B. Chiu SEPS, SMN Alan D. Chiu AO V Love L. Ricafort AO IV	<ul style="list-style-type: none"> Ensures all processes comply with DepEd issuances and existing local/national guidelines
Secretariat	Rambelle C. Flores SEPS, HRTD Marie C. Refugio EPS II, HRTD Shiela May E. Idol AO II	<ul style="list-style-type: none"> Provides technical and administrative support, prepares and manages essential documentation, and ensures seamless communication and logistical coordination. In charge of attendance during the awarding ceremony
Activity/Event Coordinator	Chairperson: Adrian G. Refugio, EMD PSDS, East A Vice Chairperson: Edgardo S. Cabalida, EdD EPS- Mathematics	<ul style="list-style-type: none"> Oversees overall direction and execution of the event alongside the Steering and RACE Committee. Leads planning and execution of all event activities.



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Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
		<ul style="list-style-type: none"> • Coordinates with all committees for smooth flow. • Coordinates all event activities, ensures timeline adherence, liaises with committees, and manages the overall flow of the program.
Awards Committee	<p>Chairperson:</p> <p>Lyn A. Carpio PSDS, East C</p> <p>Vice Chairperson:</p> <p>Jesel B. Chiu SEPS, SMN</p> <p>Members:</p> <p>Edgar C. Dingal Ed.D EPS- Kindergarten</p> <p>Roel V. Carpio Sr. MT II</p> <p>Aliniel U. Divinagracia AO IV- Cashier</p> <p>Love L. Ricafort AO IV- Personnel</p> <p>Adrian Benedict F. Castelo COS</p>	<ul style="list-style-type: none"> • Procures, prepares, and ensures the timely availability and accuracy of all awards, plaques/trophies, and prizes. • Engages stakeholders to secure support, resources, and collaboration for successful event execution. • Develops a comprehensive inventory of awards, including categories, criteria, and quantities. • Organizes the physical setup of the awarding area, including staging, lighting, and display. • Assigns committee members to assist during the awarding ceremony for smooth flow and proper documentation.



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
Program, Invitation, and Documentation Committee	Chairperson: Riela Angel C. Josol, EdD EPS, English Vice Chairperson: Cherry Mae B. Eltanal EPS, Filipino Members: Dexter A. Elumba EPS, TLE Cherilyn R. Allen EPS, Science Erma P. Ajero SP II Micherose D. Saladaga SP III Jayson A. Dapiton SP I Sherel S. Rebutazo HT I Oliver Manalo COS	<ul style="list-style-type: none"> • Crafts program flow, invites guests, confirms attendance, cues speakers. • Confirms attendance and manages RSVP tracking. • Ensures cultural sensitivity and inclusivity in program design. • Conducts pre-event briefings and dry runs. • Collaborates with the Secretariat and various committees. • Assigns photographers, videographers, and writers to capture key moments, testimonials, and behind-the-scenes narratives. • Develops a post-event documentation package including highlight reels, photo albums, and written reports for institutional archiving and future reference.
Program Management Committee	Chairperson: Serapino E. Estebat Jr. EPS, LR Vice Chairpersons: Jose Mari M. Apilan	<ul style="list-style-type: none"> • Design, proofread, and finalize templates for certificates and tarpaulins. • Develop, film, edit, subtitle, and encode a 2–3-minute advocacy video



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
	Division ITO Members: Marjhon F. Yapac EPS II Leo Martino O. Alejo PDO II Remryan E. Rebutazo HT I Cielbert E. Dondoyano PDO I John Leo M. Samante AO II Danilo C. Dela Cruz Jr. Techer III Ma. Venus N. Amatong Teacher III Ronald P Itok Teacher I Rosebel B. Montallana Teacher I Joshua B. Abergas JO Jomar Obnimaga JO	for stage and online playback <ul style="list-style-type: none"> • Ensures smooth and professional program delivery through technical and hosting expertise. • Coordinates with Event/Activity Coordinator and other committees on timing and cues. • Sets up and manages audiovisual equipment and live streaming infrastructure. • Hosts the ceremony by following the program flow and engaging the audience. • Facilitates interactive components (if any) such as live comments or real-time announcements on Facebook Live. • Records and manages the repository of the entire event for documentation and future use. • Provides post-event video production and distribution support.



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
Physical Arrangement Committee	<p>Chairperson:</p> <p>Olalio D. De los Santos, EMD PSDS, South C</p> <p>Vice Chairperson:</p> <p>Bernie P. Laranjo, EdD PSDS, West B</p> <p>Members:</p> <p>Petrush G. Macute PSDS, West A</p> <p>Jonald A. Noli EPS, SGOD</p> <p>Luisiano S. Murro Jr. SEPS, SMME</p> <p>Engr. Christopher B. Bael Engineer II</p> <p>Engr. Raymar D. Murro COS</p> <p>Plantilla/COS/JO</p> <p>Ronnie S. Cuenca Emelio S. Ogoc Jr. Jordan D. Timbasal Marlon O. Acebo Ruel S. Rael Garry J. Abo Jerlyn Galeza Nanette Buenconcejo Evangelina J. Ronquillo</p>	<ul style="list-style-type: none"> • Develop detailed seating arrangements aligned with program flow, VIP protocols, and accessibility requirements. • Oversee installation, testing, and operation of the sound system and related audiovisual infrastructure. • Coordinate stage design, backdrop structures, technical rigs, and podium placement. • Implement lighting design—rigging fixtures, programming cues, and ensuring proper illumination across all zones. • Arrange décor, branding elements, and cultural motifs to reinforce the event's identity and theme. • Manage signage placement and wayfinding solutions for clear navigation and emergency exits. • Liaise with vendors and venue management for rental of furniture, linens, plants, and other physical assets.



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
		<ul style="list-style-type: none"> • Maintain an accurate inventory of equipment and décor before, during, and after the event. • Coordinate post-event activities such as clean-up and evaluation.
Decoration Committee	<p>Chairperson: Joselito S. Tizon, EMD Principal IV</p> <p>Vice Chairperson: Jose Rey A. Adriatico Principal IV</p> <p>Members:</p> <p>Glirod Jane T. Tindugan, EMD Principal IV</p> <p>Gina O. Regañon, EdD Principal III</p> <p>Ferdinand R. Cornelio Principal III</p> <p>Noel G. Solis Principal II</p> <p>Emil E. Banua Principal I</p> <p>Divine P. Rosal AO II</p>	<ul style="list-style-type: none"> • Designs and implements the event's aesthetics and theme. • Coordinates with Physical Arrangement Committee. • Manages decoration setup and removal. • Sources materials and oversees visual presentations.
Logistics Committee	<p>Chairperson: Alan D. Chiu AO V</p> <p>Vice Chairperson:</p>	<ul style="list-style-type: none"> • Plans and manages transportation for guests, officials, and awardees as needed. • Coordinates the delivery and setup of



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
	<p>Maiko Dominic S. Diaz AO IV</p> <p>Members:</p> <p>Deborah Mae L. Alejo AO IV Joan Abad AO IV</p> <p>Glen Stege E. Pañares ADA VI</p> <p>Vic Ronil C. Yarag ADA VI</p> <p>Dave R. Villasencio ADA VI</p> <p>Plantilla/COS/JO</p> <p>Ronnie S. Cuenca Emelio S. Ogoc Jr. Jordan D. Timbasal Marlon O. Acebo Ruel S. Rael Garry J. Abo Jerlyn Galeza Nanette Buenconcejo Evangelina J. Ronquillo</p>	<p>materials, equipment, and supplies for the event.</p> <ul style="list-style-type: none"> • Manages the procurement process for non-finance related logistics items together with Finance Committee. • Arranges accommodation (if necessary) for guests and participants. • Ensures availability and functioning of event materials and equipment throughout the event. • Collaborates closely with Physical Arrangement and Decoration Committees for site readiness. • Oversees storage and safe handling of items before, during, and after the program.
Food and Refreshments Committee	<p>Chairperson:</p> <p>Jovencia M. Samante, EMD PSDS, North A</p> <p>Vice Chairperson:</p> <p>Maria Liza E. Valdehueza PSDS, South A</p>	<ul style="list-style-type: none"> • Plans and coordinates catering services. • Oversees the distribution of food and beverages. • Ensures that dietary restrictions and



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
	<p>Members:</p> <p>Genevieve B. Miranda, EdD PSDS, South B</p> <p>Rosemarie R. Cunanan EPS II</p> <p>Jessica M. Belhida EPS II</p>	<p>accommodation needs are thoughtfully addressed.</p>
Finance Committee	<p>Chairperson:</p> <p>Ana Riva E. Lanat Accountant III</p> <p>Vice Chairperson:</p> <p>Randyl A. Geraga AO V</p> <p>Members:</p> <p>Aliniel U. Divinagracia AO IV</p>	<ul style="list-style-type: none"> • Prepares the estimated budget for the event based on approved plans. • Monitors fund sourcing including DepEd allocations, donations, and sponsorships. • Ensures proper disbursement of funds in compliance with DepEd financial rules and regulations. • Oversees financial documentation, receipts, and accountability reports related to the event. • Coordinates with Procurement for purchasing and payment processes. • Provides periodic financial status updates to the Steering Committee and Event Coordinator.



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
Ushering/Protocol Committee	<p>Chairperson:</p> <p>Rosalyn Z. Montealto PSDS, East C</p> <p>Vice Chairperson:</p> <p>Vilma C. Velasco PSDS, North B</p> <p>Members:</p> <p>Melanie B. Bantilan, EMD EPS, Values Education</p> <p>Marie Antoinette F. Nazareth PO II</p> <p>Marilyn G. Barbaso ADAS III</p> <p>Sarah G. Aranas AO II</p> <p>Shiela May E. Idol AO II</p> <p>Fritzella Sam P. Sarande PDO I</p> <p>Jelmar S. Baguio AO II</p> <p>Jeffrey G. Bolingkit ADAS III</p>	<ul style="list-style-type: none"> • Prepare detailed seating charts that clearly indicate designated areas for Guests, VIPs, awardees, and other attendees. • Coordinate with event organizers and security personnel to ensure smooth arrival, escort, and positioning of Guests and VIPs. • Familiarize the team with the profiles and ranks of the VIPs and special guests to ensure proper protocol and respectful interaction. • Set up a designated waiting area that is comfortable and private for Guests and VIPs prior to the start of the event. • Coordinate with transportation or drivers assigned to VIPs to facilitate timely arrivals and departures. • Assign specific ushers as personal escorts for Guests and VIPs from arrival until seating. • Ensure all VIPs and guests are greeted with appropriate warmth and respect according to protocol.



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
		<ul style="list-style-type: none"> • Assist VIPs and guests with orderly exit from the venue, coordinating with security or transport where needed.
<p style="text-align: center;">Safety and Security Committee</p>	<p>Chairperson:</p> <p>Christian James S. Paco PDO II</p> <p>Vice Chairperson:</p> <p>Dr. Cless Paul Z. Tabiliran Dentist</p> <p>Members:</p> <p>Dr. Jayrick C. Balagbagan Dentist</p> <p>Colleen Montederamos COS</p> <p>All School Nurse</p>	<ul style="list-style-type: none"> • Ensures safety plans and first aid are available. • Manages emergency protocols and site security. • Coordinates with Ushering/Protocol Committee. • Coordinates with uniformed security personnel, briefing them on event-specific protocols, deployment zones, and chain of command. • Conducts pre-event security risk assessments and site inspections to identify vulnerabilities. • Liaises with local law enforcement, fire departments, and medical responders to secure necessary permits and backup support. • Implements and maintains a reliable communication network (radios, PA systems) for real-time incident



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Committee	Typical Members/Leads	Terms of Reference (ToR)
		reporting and coordination. • Develops and oversees emergency evacuation plans, conducts drills with all relevant teams, and ensures clear signage for exit routes.



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure 2

Kick off National Teachers Month
 September 5, 2025

Technical Working Group

Committee	Typical Members/Leads	Terms of Reference (ToR)
Motorcade	Chairperson: Olalio D. De los Santos, EMD PSDS, South C	Plan, coordinate, and execute the motorcade procession for the NTM Kick Off Program.
	Vice Chairperson: Petrush G. Macute PSDS, West A	Coordinate with local authorities, security personnel, and traffic enforcers to ensure a smooth and safe motorcade.
	Members: Ferdinand B. Dinampo Principal IV	Designate specific areas within the assembly area for motorcade participants, and allocate parking zones at the venue for the NTM Kick-off Program.
	Ferdinand R. Cornelio Principal III	
	Ramil V. Adaro Principal III	Develop the motorcade route in consultation with local officials.
	Noel G. Solis Principal II	Assign personnel at every junction and crossing to ensure the uninterrupted flow of the motorcade and to assist motorists as needed.
	Elmer M. Omandam Principal II	
	Neil Nonato F. Sebastian Principal I	Oversee vehicle assembly and stage points along the route.
	Jason A. Dapiton Principal I	Ensure safety measures are in place (first aid, emergency contacts, etc.).
	Rustom P. Camahalan HT II	Monitor the motorcade's progress and address any issues promptly.
	Granifer A. Jauculun HT III	



Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

	Ricardo A. Dagpin, EMD HT I Rodney A. Velasco HT II	
Teachers Got Talent	Chairperson: Jesse P. Samaniego EPS MAPEH Vice Chairperson: Jonald A. Noli EPS, SGOD Members: Atty. Ma. Cecile B. Tanaga Legal Officer	Plan and implement the Teachers Got Talent competition stages: audition, semifinal, and final rounds. Manage registration, screening, and coordination of contestants. Facilitate the smooth conduct of the competition during the Kick Off Ceremony. Collaborate with the overall event committee for coordination and logistics. Serve as judges in the Teachers Got Talent competition, evaluating performances according to set criteria.
NTM Kick Off Program	Chairperson: Luisiano S. Murro Jr. SEPS, SMME- NEU President Vice Chairperson: Marie Antoinette F. Nazareth PO II Members: All NEU Officers Jonald L. Noli EPS-SGOD Atty. Terence Eyre B. Belangoy SEPS (PR)	Plan and prepare the entire NTM Kick Off Program, including venue setup and management of program activities. Coordinate with involved groups and individuals to ensure effective delivery of the program. Provide logistical support and oversee the smooth flow of the event on the day of the program. Coordinate post-event activities such as clean-up and evaluation.



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

	<p>Engr. Christopher Ace B. Bael Engineer III</p> <p>Rambelle C. Flores SEPS (HRD)</p> <p>Jesel B. Chiu SEPS (SMN)</p> <p>Marie C. Refugio EPS II (HRD)</p> <p>Marjhon F. Yapac EPS II (SMME)</p> <p>Cielbert F. Dondoyano Jr. PDO I (Youth Formation)</p> <p>Fritzella Sam P. Sarande PDO I (Youth Formation)</p> <p>Jose Mari M. Apilan ITO</p> <p>John Leo M. Samante AO II</p> <p>Adrian Castelo JO-NTP (SMN)</p> <p>Kim Melody Saldia JO- NTP (SGOD Chief Office)</p> <p>Engr. Raymar D. Murro COS (Physical Facilities)</p> <p>Dave R. Villasencio ADA VI</p> <p>PLANTILLA/COS/JO</p> <p>Ronnie S. Cuenca Emelio S. Ogoc Jr. Joshua B. Abergas Jomar Obnimaga Jordan D. Timbasal</p>	<p>In charge of attendance during the kickoff ceremony</p>
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